

City of Blue Lake  
City Council Regular Meeting  
Skinner Store - 111 Greenwood Ave., Blue Lake, CA  
June 9, 2015  
MINUTES

The Meeting called to order at 7:00pm.

Council members Present: Jean Lynch, John Sawatzky, Michele McCall-Wallace

Council members Absent: Stephen Kullman

Staff Present: City Manager, John Berchtold

**Motion to Approve the Agenda**

Councilmember John Sawatzky *motioned to approve the agenda*. Councilmember Jean Lynch seconded. Motion carried unanimously.

**Public Input**

None

**Recognition of Public Works Staff for Creative Sewer Project**

City Manager Berchtold recognized Public Works staff, including Supervisor Glenn Bernald, for an in-house project that reduced odor at the sewer where sewage first enters the treatment facility. It was a very cost effective, creative solution. Mayor McCall-Wallace echoed the sentiment that it's great to have such creative, cost effective solutions to this problem that has been lingering for some time.

**Sheriff Deputy Transition (Discussion/Action)**

Office Kevin Miller spoke about how the Sheriff has decided to rotate Deputy Oliveira out of the City and replace her with another sheriff deputy. The closing date for this position will be at the end of June at which point there will be an interview with the deputy applicants. Officer Miller expressed that they have some very viable candidates and it's important to have feedback from City on selection.

Mayor McCall-Wallace shared that the Public Safety Committee's recommendations to Council for the top five attributes they'd like to see in a sheriff deputy are: (1) a person highly committed to policing; (2) a seasoned deputy; (3) someone who communicates proactively to problem-solve; (4) someone who is accessible; and (5) someone wants to work in Blue Lake.

Mayor McCall-Wallace suggested that City Manager Berchtold would be an appropriate person to be involved on the interview panel. Councilmember Swatzky *motioned to appoint City Manager Berchtold to attend the deputy screenings and bring forward the Public Safety Committee's recommendations*. Councilmember Lynch seconded. Motion carried unanimously.

**Blue Lake Community Church: Request for Direction Signs (Discussion/Direction)**

Councilmember Sawatzky stated that he had a potential conflict of interest on this agenda item and stepped out of the room for the duration of the discussion.

Pastor Houston of the Blue Lake Community Church spoke. He expressed his hopes that the church's events have been a benefit to the community. He explained that people have had difficulty finding the church, as it is tucked away between Wall and B Streets. The Church would like to request permission from the City Council to purchase a small, blue 8" by 10" sign directing people to the church's location.

There was some discussion concerning the rules about signs, City Planning's role in the decision, what existing ordinances may need to be changed, and the effect such signage might have on the "rural character" of the town. The Council agreed that this agenda item would be put on a future meeting's agenda after more research into what ordinances would be affected.

Councilmember Sawatzky returned at the end of the discussion.

Agenda Item 4 was revisited briefly when the Chief Operator at the Sewer Plant joined the meeting; he was acknowledged and thanked for his good, hard work.

### **Chamber of Commerce: Request for Design Approval of Park Sign (Discussion/Direction)**

Mandi Kindred, a resident of Blue Lake and a member of the Blue Lake Chamber of Commerce, distributed materials that provided background on this agenda item. She spoke about the Chamber's efforts to clean up public areas. They have purchased and installed dog waste bags and trash receptacles along public thoroughfares in areas where people leaving behind dog waste has been an issue. The Chamber would like to install signs at these locations as well. She said that she could not find any sort of suggestions or guidelines about signage content in any existing city ordinances.

There was some discussion about the content and appearance of the signs, how it might affect the rural character of the town, other types of information that might potentially be included on such signs (such as information about rabies vaccinations and leash laws), and the lack of involvement of the Planning Commission on this issue.

Councilmember Sawatzky suggested that, in the future, the Council would welcome rough drafts of such signage. The Council recommended that Kindred speak further with City Manager Berchtold about the process of getting approval of signs.

### **Portable Toilets at Gymkhana Field (Discussion/Direction)**

Councilmember Lynch spoke of the Parks & Recreation Committee's discussions about having a toilet available at Gymkhana Field. The original idea was to have a B&B portable toilet available; however, they did not realize that this would cost \$600.00 annually (\$50/month). There was some discussion about the possibility of asking B&B for a donation, or the alternative possibility of asking other local community groups, such as the Blue Lake Saddle Club or the Grange, for a partial donation. Councilmember Lynch will take these possible suggestions back to the Parks & Recreation Committee.

### **City Council Discussion for Time Limits on Public Input**

The Council provides up to fifteen minutes for a Public Input session and Council can restrict individuals' input to three minutes to ensure everyone has room to speak. There was some discussion about whether this rule should be enforced and notice of this rule put on the agenda. There was some additional discussion about whether three minutes is a sufficient length of time and whether the time limit would encourage or discourage members of the public from speaking.

The Council consented to try implementing the three-minute time limit for individuals during the Public Input Agenda item to see how it goes. Mayor McCall-Wallace suggested announcing this limitation at the beginning of the meeting so that people are not caught off guard.

### **City Council Vacancy**

As of June 9th, there has been one applicant to fill the vacancy on the City Council. The deadline to apply is June 11th. The appointment must be made by Tuesday, June 23rd (the same night as the next Council meeting). There was some discussion about the process for appointment, whether or not a special meeting should be held, ensuring that the community has an opportunity to weigh-in on the decision, and about any special questions that should be asked of all applicants.

The Council reached consensus that each councilmember would bring their own question to ask all applicants at the beginning of the next Council meeting.

City Manager Berchtold reminded the Council that the Budget is on the Agenda for the next meeting and will likely require a lot of discussion time. Mayor McCall-Wallace expressed that she would like to see a minimal Agenda next meeting with just the City Council Vacancy and the Budget up for discussion; any other non-imminent items could be pushed back to the next meeting.

The Council consented to have a Special Meeting at 6pm to discuss the Budget before the Regular Meeting and the Council agreed to inform members of the public who want to add items to the agenda that anything non-pressing will be pushed back to the following meeting.

### **Consent Agenda**

- **Warrants/Disbursements May 2015**
- **April 2015 Financials**
- **Adopt Minutes from May 26, 2015**

Mayor McCall-Wallace asked if anything should be removed from Consent Agenda. Councilmember Lynch requested to pull Item A. Councilmember Sawatzky *motioned to approve Consent Agenda Items B & C*. Councilmember Lynch seconded. Motion carried unanimously.

**Item A: Warrants/Disbursements May 2015.** Councilmember Lynch wanted clarification on a check from 5/28/2015 to GHD. City Manager Berchtold explained that check was for the design of parking and ADA accessibility improvements.

Councilmember Lynch *motioned to approve Consent Agenda Item A*. Sawatzky seconded. Motion carried unanimously.

### **Reports of Council and Staff**

Councilmember Lynch reported on the Redwood Coast Energy Authority meeting, stating there was contractor's discussion in Closed Session. There was nothing new to report for the Parks & Recreation Committee.

Mayor McCall-Wallace reported that the Fire Department has its hands full getting ready for wildfire season.

Councilmember Sawatzky had nothing to report.

### **a. Report of the City Manager: Special Events**

City Manager Berchtold shared his research on other cities' processes for Encroachment Permits and Special Events, comparing them to Blue Lake's. In general, an event is when applicants check in with the City early on and meet with staff about the event planning process, any concerns, etc. If applicants check in early and know what's required then they have time to meet the regulations. It's clear that these communities don't allow special events just anywhere in town - it has to do with what Zoning Ordinances allow.

City Manager Berchtold reported that an administrative hearing with the property owner of 650 Chartin Way recently concluded. Based upon the information presented by the Building Official, a final order to abate will soon be issued.

Mayor McCall-Wallace reported that Public Safety Commission has been working on its recommendations for Deputy Sheriff's attributes as well as working on campaign information about making reports to the Sheriff and developing Neighborhood Watch Communities.

Trinidad will be hosting League of California Cities on July 17, 2015.

### **Future Agenda Items**

This was determined earlier in the meeting to include the City Council Member Appointment and the Budget.

### **Correspondence**

None

### **Motion to Adjourn**

Councilmember Sawatzky *motioned to adjourn the meeting*. Councilmember Lynch seconded. The motion carried unanimously and the meeting was adjourned at 8:31pm.

Danielle Allred  
Substitute Secretary